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30 October 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Field Trip, Inspection of Installed Mobile Shelving

1. This office has been assigned the responsibility for administration and control of an Engineering Study to determine the feasibility of installing mobile shelving in the Records Center, Building A-18. Personnel of this office, in conjunction with the [REDACTED], are collecting and analyzing data required to complete the requested study.

2. To date, data analyzed indicates that:

a. The Building is structurally sound and capable of sustaining the additional live and dead loads imposed by such compaction of stored materials.

b. The existing electrical system, with relatively minor alterations, can handle the additional electrical loads imposed by motorized shelving and additional lighting.

3. [REDACTED] of Records Management Branch, organized a field trip for the dates 27 - 28 October. Purpose of the trip was to allow engineers, procurement officers and potential customers to visually inspect installed equipment under operational use. All members of the inspection team were allowed to inspect equipment and to question both the using agencies and the manufacturer's agents and engineers.

4. Personnel making the field trip included the following:

[REDACTED]

5. Sites visited by the inspection team included the following:

[REDACTED]

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6. It is expected that the findings of the study will be presented in writing by approximately 15 November. This study will not contain any recommendations as to specific manufactured items, but will attempt to point out the advantages or disadvantages of each. Some recommendations for changes in the electrical distribution system, air conditioning, heating and ventilating may be required in order to maintain desired humidity and temperature conditions for storage of records. The study will include cost estimates (rough) for all items other than the mobile shelving and any modifications that may be required to the security alarm systems.

7. If the decision is made to procure mobile shelving, rather than build additions to existing structures, the selection of shelving to be used would be made by the Records Management Branch, based upon three or more cost proposals or bids. Such proposals or bids will require clear, concise specifications upon which the bidders may base their costs. [REDACTED] will prepare a written "Performance Specification" which will provide a standard upon which any manufacturer can bid. This specification can be used by our Procurement/Contracts Branch as a beginning point for a more detailed contract specification.

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[REDACTED]
Post Engineer, [REDACTED]

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